

**SECRET**

**INTELLIGENCE GROUP**  
**PERSONNEL & ADMINISTRATIVE BRANCH**

**PERSONNEL DIVISION**

(Functional Chart)

**SECRET**

**7**  
**TRANSACTIONS & RECORDS SECTION**

Responsible for the certification & maintenance of required personnel records & documents of all employees, including the processing & documentation thereof, prepares reports regarding such employees as required; responsible for the coordination of the various administrative activities required for the processing of personnel for foreign assignment; in an advisory capacity to the various Branch or Section Chiefs is responsible for the application of current Civil Service Rules & Regulations & procedures.

**8**  
**EMPLOYEE RELATIONS SECTION**

Responsible for orientation of new employees regarding Civil Service Regulations & Agency policies, housing facilities & health & welfare activities; collaborates with the Personal Affairs Officer regarding these activities as they affect service personnel; responsible for counselling employees regarding personnel adjustments and/or problems; investigates morale situations arising in the official activities of the employees and recommends remedial measures.

**SECRET**

SECRET

**CLASS. & SALARY ADMIN.**

Responsible for planning and effecting an equitable classification & salary administration program covering positions within the scope of Classification Act of 1923 as amended, wage board jobs, and excepted unvouchered positions; in collaboration with the Budget & Procedures Section is responsible for conducting studies & analyses regarding the organizational structure & functions covering individual positions within the Central Intelligence Group.

**Training Section**

Responsible for establishing & conducting orientation & on-the-job training for domestic & foreign operations, for the preparation of training & procedural manuals covering clerical & stenographic functions.

**MEDICAL SERVICES SECTION**

Responsible for furnishing medical services to personnel employed by or assigned to the CIG and for establishing field units as necessary.

**HDQRS. & HDQRS. DETACHMENT**

In accordance with established Army regulations and is subject to the policies formulated by the Chief, is responsible for all administrative activities effecting Commissioned & Enlisted personnel of the Army, including liaison with the War Department regarding such functions and the maintenance of records for all military personnel assigned to the CIG.

**MILITARY UNIT**

Responsible for furnishing medical services to Naval & Military personnel assigned to the CIG, & for the establishment of field units as necessary.

**CIVILIAN UNIT**

Responsible for furnishing medical services to civilian personnel assigned to the CIG, & for the establishment of field units as necessary.

SECRET

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OFFICE OF THE CHIEF

Subject to policies prescribed by the Director, this division will develop plans for, coordinate and direct all personnel management functions, including the procurement, assessment and assignment of civilian, military and naval personnel, the classification of positions; medical services, training & indoctrination; employee services & the certification & maintenance of all personnel records & documents, including the processing and documentation thereof.

NAVAL COMMAND

Subject to established Naval regulations & in accordance with the policies formulated by the Chief, is responsible for all administrative activities affecting Naval Commissioned & Enlisted personnel on duty with the CIG.

PROCUR. & ASSESSMENT  
SECTION

Under Schedule A authority is responsible for the procurement, selection and assignment of all types of personnel required by the CIG in both domestic and foreign operations; responsible for the assessment and evaluation of applicants; responsible for establishment of criteria by which such procurement and assignment will be effected.

PROCUR.&PLACEMENT UNIT

Responsible for the procurement, selection & placement of highly specialized technical & administrative personnel; maintains contacts with Civil Service Commission, professional societies, educational institutions, etc., for the procurement of personnel.

MILITARY UNIT

Establishes and maintains contacts with Naval and Military authorities for the procurement of highly specialized & administrative personnel; responsible for the establishment & maintenance of Naval & Military personnel statistics & records, & for the processing of all documents relating to the procurement & assignment of Naval & Military personnel.

ASSESSMENT UNIT

Responsible for planning, organizing & conducting standard, non-standard & specialized analytical psychological assessment activities for evaluating abilities & qualifications of individuals & groups proposed for domestic & overseas assignment. Responsible for research, analyses and construction of evaluation techniques & standards for use in determining basic qualifications & capabilities of individuals.

PROCESSING SUB-UNIT

Responsible for the processing, documentation & maintenance of procurement & assignment records relating to Naval & Military personnel assigned to the CIG. Responsible for the compilation of regular & special reports pertaining to the processing & assignment of Naval & Military personnel.

FIELD SUB-UNIT

Responsible for the procurement, selection & assignment of Military & Naval personnel required by the CIG in both domestic & foreign operations. Responsible for the maintenance of liaison with Army & Navy Hqs., bases & posts for the purpose of procuring personnel for assignment to the CIG. Responsible for interviewing personnel & appraising their qualifications for specific assignments.

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OFFICE OF THE CHIEF

Chief	CAF 15
Asst.Chief	CAF 14
Admin. Asst.	CAF 7
Secretary	CAF 5

CLASSIFICATION & SALARY  
SECTION

Chief	CAF 13 <del>CAF 14</del>
Asst.Chief	CAF 12 <del>CAF 13</del>
Class.Technicians (2)	CAF 11
Class.Technicians (2)	CAF 9
Class.Technician	CAF 7
Class.Control Clerk	CAF 5
Secretary	CAF 5
Class.Off. (2)	CAF 12
Steno	CAF 4

TRAINING SECTION

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Chief(Instructor)	CAF 13
Asst.Chief	P 6
Instructors (2)	CAF 12 <del>P 5</del>
Steno	9 P 3
	CAF 5

MEDICAL SERVICES  
SECTION

Chief(Medical Officer)
Nurses*
Clerk-Steno
Medics(2 EM)*

Military Unit

Medics (2EM)\* serves  
as required

CIVILIAN UNIT

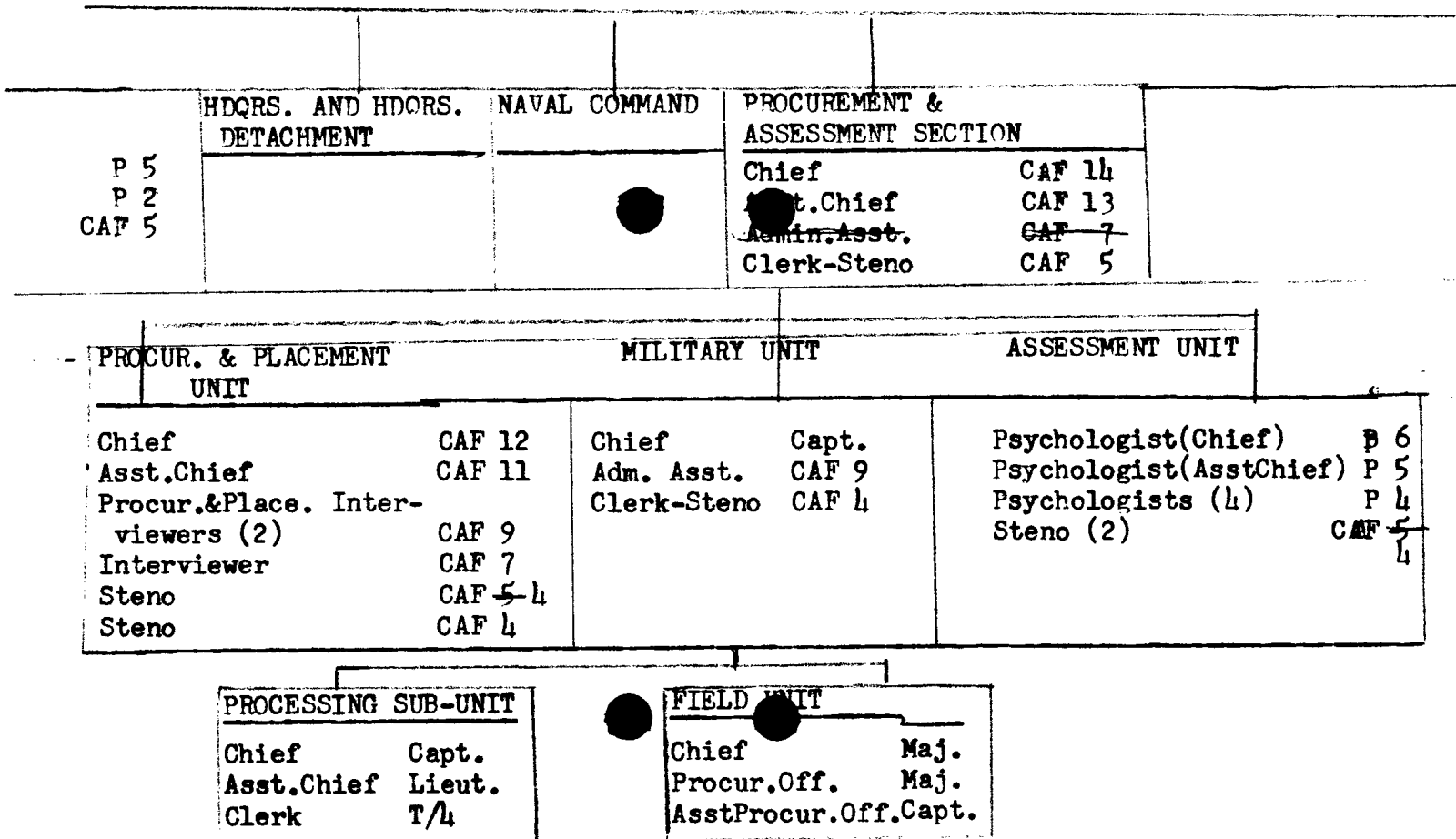
Nurses\* serves as required

SECRET

Central Intelligence Group  
 Personnel & Admin Branch  
 Personnel Division

(Organization Chart)

SECRET



59 Civilians  
 10 Military not inc.  
 Hdq. & Naval

SECRET

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TRANSACTIONS & RECORDS SECTION		EMPLOYEE RELATIONS SECTION	
Chief	CAF <del>2</del> 8	Chief	CAF 12
Asst.Chief	CAF 7	Employee Counsellor	CAF 9
ProcessingClerk(Overseas)	CAF 5	Steno	CAF 5
ProcessingClerk(Domestic)	CAF 5		
Clerks (General) (3)	CAF 4		
Clerk-Typist (5)	CAF 3		
File Clerk	CAF 4		
File Clerks (3)	CAF 3		
File Clerk (Messenger)	CAF 2		
Clerks(Military Records)(2EM)			

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